

## H. GRADUATE FACULTY

### 1. Classification of Graduate Faculty.

Depending on their qualifications, members of the Graduate Faculty are classified as Full Graduate Faculty, Associate Graduate Faculty, or Graduate Instructors. The qualifications and responsibilities for each class of Graduate Faculty are given below. Membership allows a faculty member all the rights and privileges associated with graduate faculty status.

\* Graduate faculty membership does not correlate with the terminology of faculty rank (Professor, Associate Professor, Assistant Professor, etc.)

#### Full Graduate Faculty

**Responsibilities:** Full Graduate Faculty are expected to engage actively in the graduate program of the university and to pursue professional activities consistent with that participation. Full Graduate Faculty may

- Instruct students at the graduate level
- Chair or serve on graduate theses, projects, seminar papers, comprehensive examinations, or dissertation committees
- Supervise graduate internships, practica, or clinicals
- Serve as a representative on the Graduate Council and/or graduate committees
- Supervise graduate directed or independent studies
- Advise graduate students or
- Serve as a graduate program coordinator.

**Term:** The term for Full Graduate Faculty membership is six years. Reappointment to additional terms is unlimited.

**Qualifications:** Full Graduate Faculty membership may be granted to a Longwood University faculty member who

- Has demonstrated professional achievement in teaching and scholarship, and
- Is a, tenured or tenure-track faculty member and holds a terminal degree appropriate to his/her teaching field as determined by his/her department.

#### Associate Graduate Faculty

**Responsibilities:** Associate Graduate Faculty are expected to engage actively in the graduate program of the university and to pursue professional activities consistent with that participation. Associate Graduate Faculty may

- Instruct students at the graduate level
- Chair or serve on graduate theses, projects, seminar papers, comprehensive examinations, or dissertation committees

- Supervise graduate internships, practica, or clinicals
- Serve as a representative on the Graduate Council and/or graduate committees
- Supervise graduate directed or independent studies
- Advise graduate students or
- Serve as a graduate program coordinator.

**Term:** The term for Associate Graduate Faculty membership is a maximum of three years. Reappointment to additional terms is unlimited.

**Qualifications:** Associate Graduate Faculty membership may be granted to a Longwood University faculty member who

- Is tenured or tenure-track with an earned doctorate or other terminal degree in the field of specialization, or is a tenure-track faculty member who has an earned master's degree and has distinguished him/herself in teaching, research, and/or service but does not meet the requirements for Full Graduate Faculty membership; or
- Is tenure-track and currently completing his/her terminal degree; or
- Is tenured or tenure-track and professionally qualified with an appropriate graduate degree and significant professional experience in the area of teaching as determined by the department.

### **Graduate Instructor**

**Responsibilities:** Graduate Instructors may assume any of the following responsibilities as specified at the time of appointment:

- Instruct students at the graduate level
- Serve on graduate thesis/dissertation committees
- Serve on graduate projects, seminar papers, or comprehensive examinations
- Supervise graduate internships, practica, or clinicals
- Supervise graduate directed or independent studies.

**Term:** The term for Graduate Instructor membership is a maximum of three years. Reappointment to additional terms is unlimited.

### **Qualifications**

Graduate Instructor membership may be granted to an individual who:

- Possess expertise for a specified graduate course, or dissertation committee; or
- Is a professional in the field who has expertise for specified graduate courses, or committees; or
- Is professionally qualified with an appropriate graduate degree and significant professional experience in the area of teaching as determined by the department.

## **2. Appointment of Graduate Faculty**

The primary responsibility for designating Graduate Faculty rests with the chairs of the academic departments. Appointments to the Graduate Faculty must be approved by the appropriate College Dean and by the Dean of the College of Graduate and Professional Studies.

The Dean of the College of Graduate and Professional Studies will maintain a current list of Graduate Faculty with their classifications as Full Graduate Faculty, Associate Graduate Faculty, or Graduate Instructor and with their terms of appointment. Each year, the Graduate Dean will provide each College Dean and Department Chair with this current list. Each Department Chair may then recommend reappointment of Graduate Faculty whose term has expired, recommend the appointment of new Graduate Faculty who qualify for a particular membership classification, and recommend removal of Graduate Faculty who are no longer at Longwood University or who no longer qualify for Graduate Faculty membership. These recommendations will be forwarded to the appropriate College Dean for approval and then to the Dean of the College of Graduate and Professional Studies for final concurrence.